



## Commonwealth Club of California

681 Market St.  
San Francisco, California 94105  
(415) 362-4903

The Luncheon Program Committee is pleased that you have accepted the Club's invitation to speak. For your convenience, this information sheet has been prepared.

**SPEAKER:** THE HONORABLE STANSFIELD TURNER

Title: Director of Central Intelligence

**TOPIC:** Our members will be informed that you have agreed to the following topic: **TO BE AGREED UPON**

**DAY AND DATE:** FRIDAY, AUGUST 5, 1977

**TIME:** 12:00 NOON

**PLACE:** Gold Ballroom, Sheraton-Palace Hotel, San Francisco.

**PHOTOGRAPH & BIOGRAPHY:** Please furnish us, three weeks in advance, a photograph (preferably glossy) and a biographical sketch for publicity purposes.

**LENGTH OF ADDRESS AND QUESTION AND ANSWER PERIOD:** Due to the fact that your address will be broadcast on the Club's radio network of more than 100 stations, the length of your address should be **27 minutes**.

This is followed by the Question and Answer Period which is **15 minutes** in length. The questions are submitted in writing from your audience and are collected twice during your address. They are handed to the Club President, who in turn categorizes them and selects representative questions from each group.

**ADVANCE TEXT:** If we may have your prepared text four days prior to your address, we will be glad to distribute highlights to the San Francisco Bay Area media.

If this is not convenient, please bring copies of your remarks to the luncheon for representatives of the media in attendance and for use by the Club Office in its weekly publication.

**EXPENSES AND HONORARIUMS:**

The Commonwealth Club of California is a non-profit organization and does not pay honorariums or the expenses of its speakers.